

Faculty of Environment

School of Planning PhD Comprehensive Examination Procedures

The following is the procedure for organizing a Ph.D. Comprehensive Exam

1. Read the attached procedures from the School of Planning.
2. Complete the PhD Comprehensive Examination Worksheet form and return it to the Associate Director, Graduate Studies, and copy the Graduate Administrator.

The Supervisory committee submits:

- **Three possible comprehensive questions** for consideration by the Associate Director Graduate Studies (Graduate Officer), Planning.
 - **Names of at least three potential external examiners** (external to the School of Planning) listed in order of preference, including titles, addresses, phone, fax numbers and email addresses. They should be a member of the graduate school of their universities or a PhD equivalent.
 - **Three dates and times** at least seven weeks from the date when the student will start writing – when the oral could be held. Choose dates and times that fit the schedules of the student's committee members.
3. The Associate Director will select the question and arrange for this to be made available to the student. After the student begins writing, the Associate Director will contact potential external examiners to finalize a date for the oral exam.
 4. The Graduate Studies Administrator will prepare the question and regulations for the comprehensive exam for the student. The administrator will book a room for the oral exam and arrange for audio-visual equipment needs. Students book LCD projector through MAD, if needed. At the earliest opportunity, she will formally distribute to the candidate and examining committee, the exam along with the notice showing the time and place of the exam. Notices will be distributed throughout FES for posting on bulletin boards.

School of Planning

PhD Comprehensive Examination Worksheet

CANDIDATE'S NAME:

DATE STUDENT WISHES TO PICK UP EXAM QUESTION:

A. List 2-3 Proposed Questions.

1)

2)

3)

B. List at least three potential external examiners, (external to the School of Planning) in order of preference. Include their titles, address, phone and fax numbers, and e-mail addresses. They should be members of the graduate school of their universities or a Ph.D. equivalent. NOTE: Graduate Officer contacts the external examiner.

1)

2)

3)

C. Three dates and times - at least 7 weeks from the date the student will start writing - when the oral exam could be held. Dates and times should be chosen to fit the schedules of the student's committee members.

1)

2)

3)

D. Names of student's committee members - include department if outside Planning, address if off-campus:

1) Advisor/Co-Advisors/Joint:

(Co-Advisor = each have ADDS Status / Joint = primary supervisor must have ADDS)

Minimum of **Two** Committee Members:*

1)

2)

3)

* **Note:** A 'Minimum of two Committee Members' is also required with Co/Joint Advisors. Copies of the paper must be adjusted accordingly. At least two of the entire committee members must be from the School of Planning.

Further information can be found under PhD Minimum Degree Requirements in the Graduate Calendar

<http://gradcalendar.uwaterloo.ca/?pageID=8943>

Send completed Worksheet by email attachment to Graduate Coordinator (khealdol@uwaterloo.ca)